

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND RELATED REPORTING REQUIREMENTS

CALENDAR YEAR 1998 EEO EXTERNAL REPORTING REQUIREMENTS				
10.	NAME OF REPORT	REPORTING REQUIREMENT	OPR	DATE DUE
	PLFA Affirmative Employment Program (AEP) Accomplishment Report and Plan Update for Minorities and Women	1. Submit to HQ DLA, ATTN: CAAH. 2. A copy must also be forwarded to the EFOC Regional Office servicing the PLFA. 3. Update on the Glass Ceiling Initiatives. 4. Update on the Prevention of Sexual Harassment (POSH) in the workplace plan, to include an updated POSH Policy Statement.	HQ: CA LOCAL: EEO	ANNUAL FEB 15
2.	Semiannual Report of Complaints Processing	Submit to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	BIANNUAL APR 15 OCT 15
3.	Action Agenda for Civilian EEO Progress in Department of Defense (DoD)	a. Submit to HQ DLA, ATTN: CAAH. b. Representation statistics on middle (GS-9-12 & WG equiv) and high grades (GS- 13-15 & and WG equiv.). c. Barrier analysis. d. Current and planned line management and expected outcomes. e. Methods for ensuring line manager accountability.	HQ: CA LOCAL: EEO	BIANNUAL FEB 15 AUG 15
4.	DoD Computer/ Electric Accommodation Program (CAP) requests	Each PLFA must track all CAP requests and submit a status report regarding CAP usage to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: HR"	BIANNUAL FEB 15 AUG 15
5.	PLFA AEP Accomplishment Report and Plan Update for People with Disabilities	a. Submit to HQ DLA, ATTN: CAAH. b. A copy must also be simultaneously forwarded to your regional EEOC Office servicing the PLFA.	HQ: CA LOCAL: HR	ANNUAL NOV 15
6.	Federal Equal Opportunity Recruitment Program (FEORP) Accomplishment Report	a. Submit to HQ DLA, ATTN: CAHS. b. Report requires PLFA input by responding to the Office of Personnel Management's questionnaire regarding internal & external recruitment strategies and accompanying demographic charts	HQ: CA LOCAL: HR	ANNUAL NOV 15
7.	Name Listing/EEO Complaint Checklist	Submit to HQ DIA. ATTN: CAAH.	HQ. CA LOCAL: EEO	BIANNUAL APR 15 OCT 15

* DASC has responsibility for submission of reports for DCMDI

** Regulatory requirement places responsibility with the Office of Human Resources (HR) However program responsibility may be transferred to the EEO office through mutual agreement.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AWARDS

J0		REPORTING-REQUIREMENT	OPR	DATE DUE
1.	The NAACP Meritorious Service Award	Nominations should be forwarded directly to the Office of the Secretary of Defense (OSD) with courtesy copy to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	APR 15
2	Black Engineer of the Year Award	Nominations should be forwarded directly to OSD with courtesy copy HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	APR 15
3	Benjamin L. Hooks Distinguished Service Award	Nominations should be forwarded directly to OSD with a courtesy copy to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	APR 15
4	Roy Wilkins Renowned Service Award	Nominations should be forwarded directly to OSD with a courtesy copy to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	APR 15
5	Achievement in EEO by a Line Manager	Submit to DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	AUG 15
6	Achievement in EEO by a Non-Manager	Submit to HQ DLA. ATTN: CAAH.	HQ: CA LOCAL: EEO	AUG 15
7.	EEO Activity of the Year	Submit to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: EEO	AUG 15
8	Outstanding Employee with Disabilities Awards Nominations.	Submit to HQ DLA, ATTN: CAAH.	HQ: CA LOCAL: HR	AUG 15

*See also DLA Awards Guide, October 8, 1998